

<b>TRANSMITTAL SLIP</b>		DATE 8 October 1981
TO: DDA		
ROOM NO. 7D 18 Has	BUILDING	
REMARKS:		
<p>MORI/CDF Pages 3 thru 8</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
DECEMBER 55

REPLACES FORM 36-8  
WHICH MAY BE USED

(47)

**Page Denied**

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DD/A Registry

81-2644/1

Executive Registry

81-5246/

29 SEP 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Maurice Lipton  
Comptroller

SUBJECT: Increased Recruitment Requirements (S)

REFERENCE: Memorandum for DDCI from D/Personnel, dated 24 September 1981,  
Subject: Resource Requirement for Increased Agency Recruitment (S)

1. The Reference (attached) is responsive to the 22 June EXCOM Meeting on recruitment during which we were tasked to produce a paper refining the resource shortfall for recruitment activities. (A/IUO)

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2. We have spent a lot of time with Jim Glerum and his staff in an effort to cut back the estimated shortfall (which accounts in part for the delay in getting the paper to you). I am still not comfortable with OP's estimate of the additional staff needed (a total of [ ] in Personnel, [ ] in Security, and [ ] for Medical) or with the additional funds required (up to [ ] in addition to the costs of the increased staff). However, Jim stands by his estimate and maintains that the additional people and funds are needed if he is to staff the [ ] new positions for 1982 and to begin recruiting in late 1982 for the further increase programmed for 1983 ([ ] new positions at the high guidance level). (S)

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3. As an aside, but related to the OP request, you should be aware that we are already faced with a number of known, unfunded requirements in 1982 (e.g., [ ] overseas pay, at least [ ] for [ ] up to [ ] for cargo shipments, [ ]). These needs, not to mention numerous other requirements of lesser amounts, along with the recruitment requirement, can only be met at the expense of other previously budgeted activities. We can ill afford to slack off on our recruitment efforts--filling our new 1982 positions must be given high priority. But, given our other needs, I am reluctant to provide all the resources requested up front. (S)

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4. As I see it, and in the absence of supplemental funding from external sources, which appears unlikely for this purpose, we have several options:

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a. Approve the recommendation as presented.

b. Approve a lesser number of people--say [redacted] and up to [redacted]--the lower range of the shortfall.

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c. Deny the requested overstrength but commit minimum additional invitee travel funding, and direct Personnel, Security, and Medical to do the best they can with their currently authorized 1982 staff.

In my view, it would be ill advised to place at risk our ability to increase our staff in 1982 to a level approaching that authorized. If we are unable to staff our new 1982 positions, we may jeopardize our chances of a further increase in 1983. I recommend you approve b. above with the balance of the funds later in the year if they are needed. (S)

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Maurice Lipton

Attachment:  
As Stated

cc: D/Personnel

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81-1789

COMPT 81-1238

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24 SEP 1981

Executive Registry

81-5246

DD/A Registry

81-2044

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Comptroller

FROM : James N. Glerum  
Director of Personnel

SUBJECT : Resource Requirement for Increased Agency  
Recruitment

1. Action Requested: That you authorize the Offices of Personnel, Medical Services, and Security to staff at over-strength levels in FY82 against the recruitment and processing of applicants to bring the Agency on-duty strength to the increased FY82 and proposed FY83 personnel ceilings, and that you also approve additional funds for the increased recruitment effort. (U)

2. To meet our ceiling needs for this and the next two fiscal years, a sizable increase in new employees is required.

<u>FY</u>	<u>Ceiling Increase</u>	<u>New Employees</u>
1981		
1982		
1983		

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To meet this increase in recruitment and processing and to maintain the higher Agency ceiling level against a projected 7% attrition, we will need additional permanent staff plus temporary authority to go over-strength. (S)

### 3. Office of Personnel

To date, OP has added ☐ people over the FY81 ceiling to expand and accelerate the applicant recruitment and processing systems. No additional recruitment positions are included in the FY82 budget. At the peak of the recruitment surge in FY82, the over-ceiling requirement will increase to ☐ the additional ☐ positions are in the proposed FY83 budget package and we plan to reassess the need for additional personnel based on the results of our earlier recruitment efforts and anticipated greater efficiency that could reduce our manpower needs.

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WARNING NOTICE  
SENSITIVE INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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OP positions dedicated to recruitment and processing:

<u>1981</u> <u>Authorized</u>	<u>Current</u> <u>Staffing</u>	<u>1982</u> <u>Needed</u>	<u>1983</u> <u>Program</u>	<u>1983</u> <u>Needed</u>
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OP shortfalls in non-personal services are as follows:

	<u>1981</u> <u>Estimate</u>	<u>1982</u> <u>Need</u>	<u>1982</u> <u>Budget</u>	<u>1982</u> <u>Shortfall</u>	<u>1983</u> <u>Program</u>
		<u>Low</u> <u>High</u>		<u>Low</u> <u>High</u>	
Advertising					
Invitee					
Travel					
Recruiter					
Travel &					
Misc Exp					

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The estimated shortfall of funds for FY82 is based on the hiring cost of new employees for FY81 against the increased recruitment for FY82. The lower estimated cost for invitee travel and recruiter travel is based on a possible reduction in applicant travel resulting from improved up-front screening plus a 30% savings in air travel to be achieved by using new low rates available between certain cities. (S)

4. Office of Medical Services

In order to meet the additional psychological testing and psychiatric evaluation requirements, OMS expects that it will need to exceed ceiling by [ ] in FY82 pending approval of their FY83 enhancement. When the increased requirements are met, OMS plans to retain [ ] positions on a permanent basis in order to provide future support for Validation Assessment studies and for DDO operations.

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OMS positions dedicated to applicant processing:

<u>1981</u> <u>Authorized</u>	<u>Current</u> <u>Staffing</u>	<u>1982</u> <u>Needed</u>	<u>1983</u> <u>Program</u>	<u>1983</u> <u>Needed</u>
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OMS shortfalls in non-personal services funds are as follows:

	<u>1981</u> <u>Estimate</u>	<u>1982</u> <u>Need</u>	<u>1982</u> <u>Budget</u>	<u>1982</u> <u>Shortfall</u>	<u>1983</u> <u>Program</u>
Contract Services	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>				
Supplies & Equipment (S)					

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5. Office of Security

The Office of Security anticipates a need to exceed ceiling  positions until their FY83 budget increase of 21 positions becomes effective. OS anticipates shifting this additional staff at a later date to enhancement of their reinvestigative program that has chronically become shortchanged by other resource requirements.

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OS positions dedicated to the applicant process:

<u>1981</u> <u>Authorized</u>	<u>Current</u> <u>Staffing</u>	<u>1982</u> <u>Needed</u>	<u>1983</u> <u>Program</u>	<u>1983</u> <u>Needed</u>
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The OS shortfall in non-personal services is as follows:

	<u>1981</u> <u>Estimate</u>	<u>1982</u> <u>Need</u>	<u>1982</u> <u>Budget</u>	<u>1982</u> <u>Shortfall</u>	<u>1983</u> <u>Program</u>
Investigator Travel (S)	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>				

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6. In summary, the Offices of Personnel, Medical Services, and Security require over-ceiling authority and additional financial resources to fulfill anticipated recruitment requirements for FY82 and FY83. (U)

7. Recommendation: It is recommended that you approve the aggregate over-strength levels  for FY82 and that you authorize the Comptroller to reprogram funds of  for FY82 to meet the build-up of Agency staffing. (S)

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 James N. Glerum

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SUBJECT: Resource Requirement for Increased Agency  
Recruitment

APPROVED:

\_\_\_\_\_  
Deputy Director of Central Intelligence

\_\_\_\_\_  
Date

Distribution:

- Orig - Return to D/Pers
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Pers/R&P

(22Sep81)

2 - DDA, subj, chrono

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